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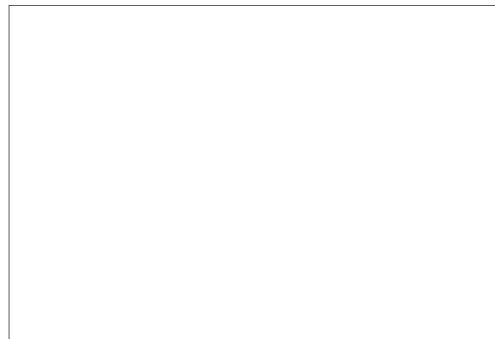
4 February 1985

MEMORANDUM FOR THE RECORD

SUBJECT: Bonus Processing Procedures -
OC Pay Banding System

1. The second meeting to discuss Subject procedures was held at 1030 hours this date. Attending the meeting were the following representatives of the Office of Communications, Office of Finance, OP/PMCD and OP/Information Division :

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2. The following determinations were made:

- a. The 1152 Nature of Action will be "Pay Bonus".
- b. Bonuses are not restricted to only those employees who have "topped out".
- c. No definitive numbers of bonuses can be projected. The system apparently was to accommodate a "limited number". The amounts will represent from 1 to 4 increments and will be effective in September with promotions and merit advancements.
- d. If the number of bonuses is small, the Office of Finance may want to continue to process them manually, even after ACIS is operational.
- e. Finance will want the "Pay Bonus" 1150s passed to them as a package and separate from all other 1150s. They will be processed manually until ACIS is operational (FY87).
- f. In lieu of hard copy 1150s, Finance is willing to accept a name listing with bonus amounts which has been approved/certified by an appropriate authority.

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g. Finance prefers to include the bonus in the employee's regular salary check rather than issuing separate checks. The assumption is made that OC will have informed the employee of the bonus prior to receipt of the salary check.

h. Federal, State (if applicable), and MEDTAX or FICA deductions will be made from the bonus.

i. We must have the capability of providing a cost comparison of GS v. Pay Banding for FY85 for the oversight committees.

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3. Mr. Wallace will confirm in writing the use of as agreed to by OC. "Award" would then be reflected on the Earnings and Leave Statement.

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4. C/ADRB will do a feasibility study by 4 March 1985 for processing pay bonuses between OP and OF.

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